

POLICE & FIRE DISPATCHER

The City of Willoughby Hills is accepting applications for the position of full time Police & Fire Dispatcher for its 911 Emergency Operations Center. Applicants must be able to work all shifts for this 24/7 operation including holidays and weekends. Dispatchers currently work 12 hour shifts. You must be 21 years of age at time of appointment, a high school graduate or equivalent; college graduates preferred. Excellent customer service, communications, and computer skills required. Must be able to prioritize and multi-task in a fast-paced, high-stress environment. Duties include, but are not limited to: answering 911 as well as other emergency and nonemergency phone lines, operating multi-channel radio systems, computer-aid dispatching, computerized records management systems and other office software systems, performing emergency medical dispatching and other clerical duties. Attractive salary and benefit package to include a uniform allowance, paid vacation, holidays, and employer sponsored health care. Salary Range \$16.33 – \$22.32 per hour. Successful candidates must pass an oral interview, extensive background investigation, truth verification exam, physical exam, and drug screen.

The job description and applications are available at www.willoughbyhills-oh.gov, the Willoughby Hills Police Department, 35405 Chardon Road, Willoughby Hills, Ohio, or by request at police@willoughbyhills-oh.gov.

This position description is not intended to be a complete list of all responsibilities, duties, or skills required for the job and is subject to review and change at any time, with notice, in accordance with the needs of the City. Since no position description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibilities. The City of Willoughby Hills does not unlawfully discriminate on the basis of color, national origin, sex, religion, veteran status, age, or disability in employment.